

GOVERNMENT OF TELANGANA  
ABSTRACT

PUBLIC SERVICES – Employment & Training Department – Syllabus revised for  
Departmental Tests for the National Employment Services – Orders – Issued.

LABOUR EMPLOYMENT TRAINING & FACTORIES (Emp-Vig) DEPARTMENT

G.O.Rt.No. 402

Dated: 05-09-2022

Read the following:-

1. G.O.Rt.No.853, LET&F(Emp-Vig) Dept., Dated.11.11.2016.
2. G.O.Ms.No.43, LET&F(Emp-Vig) Dept., Dated.12.10.2017.
3. From the Secretary, Telangana State Public Service Commission, Nampally, Hyderabad, Lr.No.650/Departmental/2015, Dated.10.03.2022
4. From the Commissioner (FAC), Employment & Training, Telangana, Hyderabad, Lr.No.N/1018/2019, Dated.25.04.2022.
5. From the Secretary, Telangana State Public Service Commission, Nampally, Hyderabad, Lr.No.650/Departmental/2015, Dated.16.07.2022

\*\*\*\*

**ORDER:**

In the circumstances as stated by the Commissioner (FAC), Department of Employment & Training, Telangana, Hyderabad and the Secretary, Telangana State Public Service Commission vide letters fourth & fifth read above respectively, Government after careful examination in the matter hereby issue the following revised syllabus for Departmental Tests for the National Employment Services by superseding the syllabus prescribed for the Departmental Tests of Directorate of Employment and Training issued in G.O. first and second read above:

**SCHEME AND SYLLABUS FOR DEPARTMENTAL TEST**

PAPER CODE No. (s)	SUBJECT	MODE OF EXAM	DURATION	MAXIMUM MARKS	MARKS FOR PASSING
096	<u>PAPER-I</u> (WITHOUT BOOKS) Employment Exchange Procedure	Objective	2 Hours	100	40
104	<u>PAPER –II</u> (WITHOUT BOOKS) <u>SECTION-I</u> General Office Procedure <u>SECTION-II</u> General English (X-Class Standard)	Objective	2 Hours	100	40

...Contd.2.

SYLLABUS

PAPER CODE NO.096: PAPER – I

EMPLOYMENT EXCHANGE PROCEDURE

- Section I - Registration, Maintenance work and Renewal.
- Section II - Sponsoring and Job fairs activity.
- Section III - Employment Market Information, Statistical Reports, Employment procedural matters.
- Section IV - National Career Service and Career Psychology

PAPER CODE NO.104: PAPER-II

SECTION - I : GENERAL OFFICE PROCEDURE

Prescribed in District Office Manual and General Plan relating to the efforts of the State as a whole in community development programme and questions related to the Geographical, Historical and Economic condition of Telangana with special emphasis on the latest development programmes being implemented across the state and Current affairs of National and Local importance.

SECTION - II : GENERAL ENGLISH (X - CLASS STANDARD)

2. The Commissioner of Employment & Training, Telangana, Hyderabad and the Secretary, Telangana State Public Service Commission, Hyderabad shall take further necessary action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

I. RANI KUMUDINI  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

The Commissioner of Employment & Training, Telangana State, Hyderabad.

The Secretary, Telangana State Public Service Commission, Hyderabad.

Copy to

The PS to Minister (Labour & Employment, Factories & Skill Development).

The General Administration (Ser.D) Department.

The Law (B) Department.

SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER